

Training programme for coordinators



A School Support Team can use this programme to provide training for a group of Plan-it Coordinators.

If possible, involve senior staff, the Local Authority, LSC, Connexions, etc, and ask them to explain the benefits of Plan-it so that attendees see the big picture and wider context.

Programme:

By the end of the session participants will:

- Be familiar with the process and purpose of the Plan-it system.
- Be able to manage key functions in the supervisor site, such as managing subjects and adding staff to groups.
- Be able to extract reports and data.
- Have considered how to plan for effective implementation of the system.

Time	Item
9.30am	Welcome and aims of the session
9.35am	Local Authority Representative or Senior Manager
9.40am	Connexions representative
9:45am	The Learner Site: Online task 1: Explore Learner Site
10.45am	Coffee
11am	The Supervisor Site: Online Task 2: Explore Supervisor Site
11.55am	Available Support. Discuss, for example, training for delivery team, handbook, etc.
12.00am	The Certificate
12.15pm	Planning for Plan-it
12.30pm	End